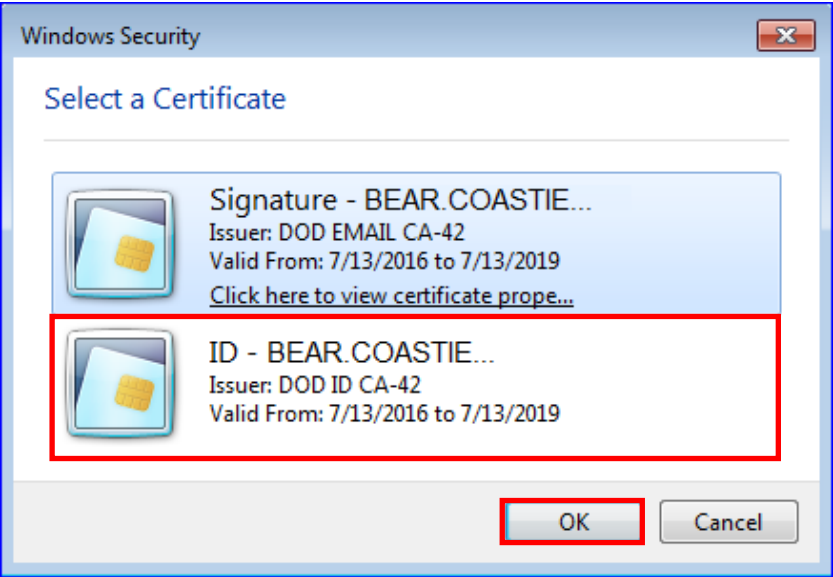


Web TPAX Overview

Introduction This guide provides a basic overview of Web TPAX.

Before you begin If you are a first-time user, please review the [First Time Web TPAX User](#) guide before proceeding.


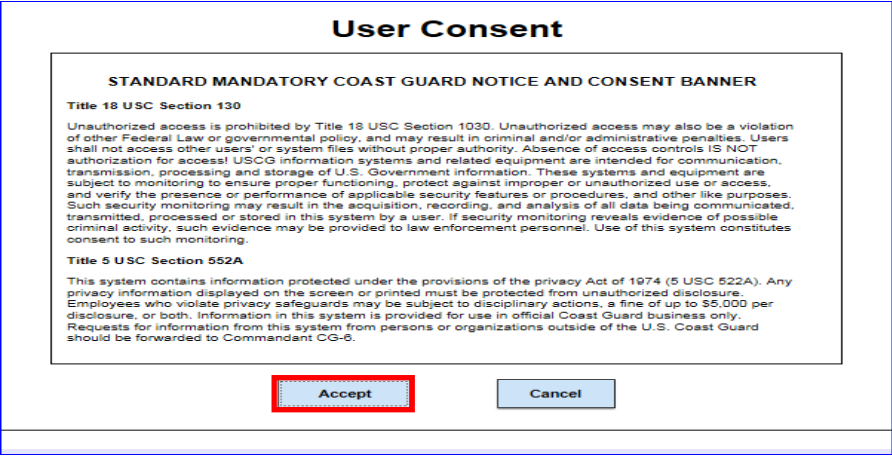
Procedures See below.

Step	Action
1	Click the Web TPAX link to begin. https://ppcms-tpaxwb.main.ads.uscg.mil/
2	<p>If you've already paired your CAC with Web TPAX, select the Certificate that includes the newest Non-Email DOD-CA, then click OK.</p> 

Continued on next page

Web TPAX Overview, Continued




Procedures,
continued

Step	Action
3	<p>Click the Auto Login button.</p>  <p>The screenshot shows the 'Web TPAX Login' page. It features a background image of a lighthouse. On the right side, there are two input fields labeled 'User ID:' and 'Password:'. Below these fields are two buttons: 'Auto Login' (highlighted with a red rectangle) and 'Forgot my Password'. At the bottom of the page, there is small text that reads 'Using IE version 11 and acting as IE version 11.' and 'Last Build: September 7, 2016 (6.21.5)'.</p>
4	<p>Click the Accept button.</p>  <p>The screenshot shows the 'User Consent' screen. It contains a 'STANDARD MANDATORY COAST GUARD NOTICE AND CONSENT BANNER'. The banner text includes 'Title 18 USC Section 1303' and 'Title 5 USC Section 552A'. At the bottom of the screen, there are two buttons: 'Accept' (highlighted with a red rectangle) and 'Cancel'.</p>

Continued on next page

Web TPAX Overview, Continued

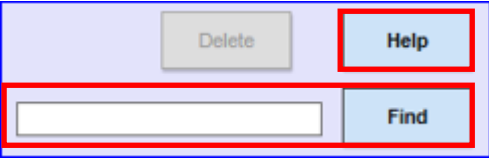


Procedures, continued

Step	Action								
5	<p>Once logged in, the View will offer only those options available to the user. Click the drop-down to select another option.</p> 								
6	<p>Select the appropriate option before moving on.</p>  <table border="1"> <thead> <tr> <th>Option</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Traveler</td><td>You are the one that is actually traveling and you are entering/viewing a claim for yourself.</td></tr> <tr> <td>Proxy</td><td>You have been designated a Proxy for another traveler and are entering/viewing a claim/advance for them.</td></tr> <tr> <td>Auth. Official</td><td>You can see your own claims as well as claims you are auditing/authorizing for other travelers.</td></tr> </tbody> </table>	Option	Description	Traveler	You are the one that is actually traveling and you are entering/viewing a claim for yourself.	Proxy	You have been designated a Proxy for another traveler and are entering/viewing a claim/advance for them.	Auth. Official	You can see your own claims as well as claims you are auditing/authorizing for other travelers.
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Traveler	You are the one that is actually traveling and you are entering/viewing a claim for yourself.								
Proxy	You have been designated a Proxy for another traveler and are entering/viewing a claim/advance for them.								
Auth. Official	You can see your own claims as well as claims you are auditing/authorizing for other travelers.								
7	<p>The links across the top take you to the following sites:</p>  <ul style="list-style-type: none"> • Reservations – directs to the RezDesk/AdTrav website • Regulations – directs to the Defense Travel Management Office website • Currency – directs to the OANDA Currency Converter website 								

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
8	<p>At this time, the Help button is not working. You may enter a specific TONO and click Find, if it's not showing up in your list.</p> 
9	<p>Click the Profile and History option.</p> 
10	<p>Now click Profile.</p> 

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
11	<p>A military member's Traveler Profile has 3 tabs; Personal, Address and T-PAX Info.</p> <div><div>BEAR, COASTIE</div><div>Traveler Profile</div><div>View: Traveler</div></div> <div>ID: 9981045 * Name: BEAR , COASTIE T</div> <div><div>Personal</div><div>Address</div><div>T-PAX Info</div></div> <div><div><div>* Employee Status: Member</div><div>* Grade/Rank: E4</div><div>Salutation:</div><div>Position/Title:</div><div>Known Traveler Num:</div><div>Security Clearance: Confidential</div><div>* Secondary Status: None</div><div>Credit Card Status: Holder of Govt. Credit Card</div><div>Credit Card Num: *****</div><div>Service: Coast Guard</div><div>* Organization: 7947400</div></div><div><div>Reg_Region:</div><div>Emp_Class:</div><div>Emp_Cat:</div><div>Emp_Sub_Cat:</div></div></div> <div><div>Back</div><div>Next</div><div>Note: Required fields are marked with a red asterisk (*).</div><div>Save</div><div>Cancel</div><div>Help</div></div>

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
12	<p>A civilian Traveler's Profile has 4 tabs. First we'll look at the 3 common tabs (Personal, Address, TPAX Info), then we'll show the Misc. Info Tab.</p> <div><div>BEAR, COASTIE</div><div>Traveler Profile</div><div>View: Traveler</div></div> <div><div>ID: 9981045</div><div>* Name: BEAR, COASTIE T</div></div> <div><div>Personal</div><div>Address</div><div>Misc. Info</div><div>T-PAX Info</div></div> <div><div>* Employee Status: Employee</div><div>* Grade/Rank: GS7</div><div>Salutation: MRS.</div><div>Position/Title:</div><div>Known Traveler Num:</div><div>Security Clearance: Unknown</div><div>* Secondary Status: None</div><div>Credit Card Status: Holder of Govt. Credit Card</div><div>Credit Card Num: *****</div><div>Service: Coast Guard</div><div>* Organization: 7947400</div><div>Reg_Region:</div><div>Emp_Class:</div><div>Emp_Cat:</div><div>Emp_Sub_Cat:</div></div> <div><div>Back</div><div>Next</div><div>Note: Required fields are marked with a red asterisk (*).</div><div>Save</div><div>Cancel</div><div>Help</div></div>

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
13	<p>The Address tab also has the same fields for military and civilians. Again, make sure all of the Required Fields are filled in. The system might ask you to enter a valid work phone number if you haven't already. Now click on the T-PAX Info tab.</p> <div><div>BEAR, COASTIE</div><div>Traveler Profile</div><div>View: Traveler</div><div>ID: 9981045 * Name: BEAR , COASTIE T</div><div>Personal Address T-PAX Info</div><div><div><div>Mailing Address</div><div>* Address-1: 444 SE QUINCY STREET</div><div>Address-2:</div><div>* City: TOPEKA</div><div>* State/Country: KS KANSAS</div><div>KS KANSAS</div><div>* Zip Code: 66683</div><div>Phone: 785-339-2200</div></div><div><div>Office Address (optional)</div><div>Address-1:</div><div>Address-2:</div><div>City:</div><div>State/Country:</div><div></div><div>Zip Code:</div><div>Phone: 785-339-2200</div></div></div><div>Email Addresses for Correspondence:</div><div>Email Address (needed for traveler to log into TPAX):</div><div>* coastie.t.bear@uscg.mil</div><div>Verify email address:</div><div>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</div></div>

Continued on next page

Web TPAX Overview, Continued

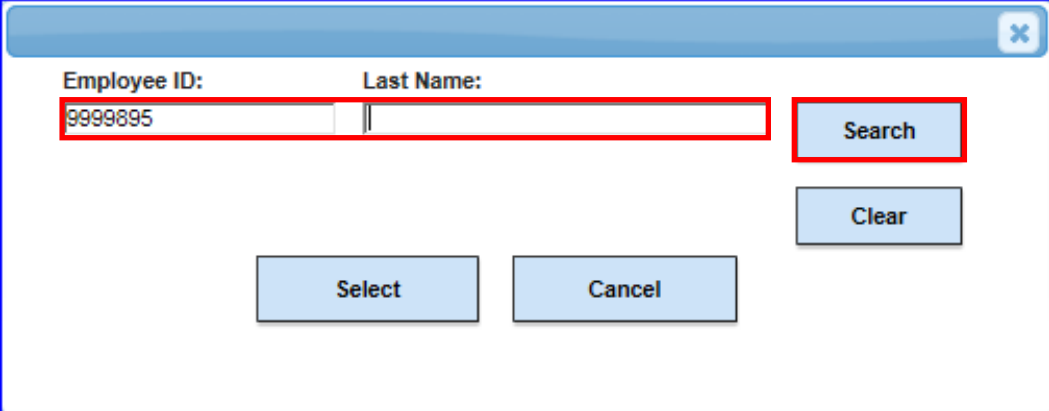
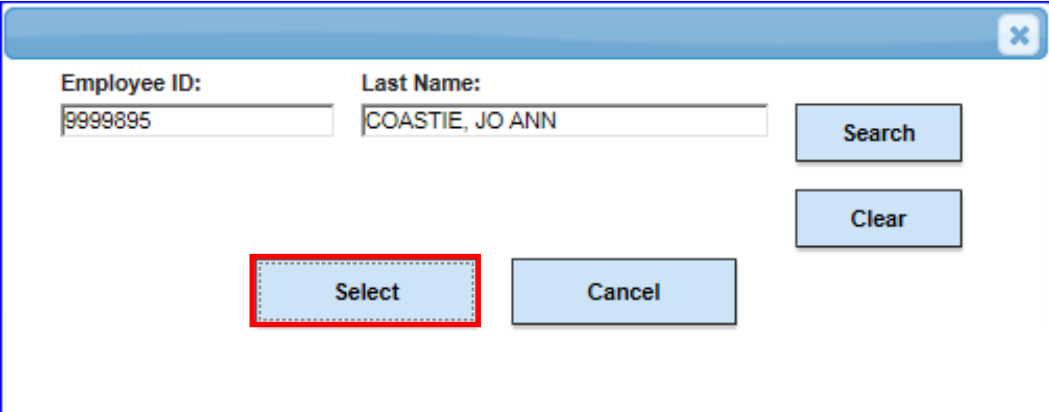
Procedures, continued

Step	Action
14	<p>The TPAX Info tab has the same fields for both military and civilians. This is where you can select both a Default Authorizing Official (AO) and or a Full Signature Proxy. Click on either link to continue.</p> <div><div>BEAR, COASTIE</div><div>Traveler Profile</div><div>View: Traveler</div><div>ID: 9981045 * Name: BEAR, COASTIE T</div><div>Personal Address T-PAX Info</div><div><div>Miscellaneous</div><div>Unit: Cost Center Lock Login</div><div><div>Privileges</div><div>Expiration Dates</div><div>Expiration Dates</div><div>Additional Information</div><div>Expiration Dates</div></div><div><div>Back</div><div>Next</div><div>Note: Required fields are marked with a red asterisk (*).</div><div>Save</div><div>Cancel</div><div>Help</div></div></div></div>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
15	<p>Enter either the Employee ID or the Last Name, then click Search.</p>  <p>Once the Employee ID or Name populates, click Select.</p> 

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Web TPAX Overview, Continued

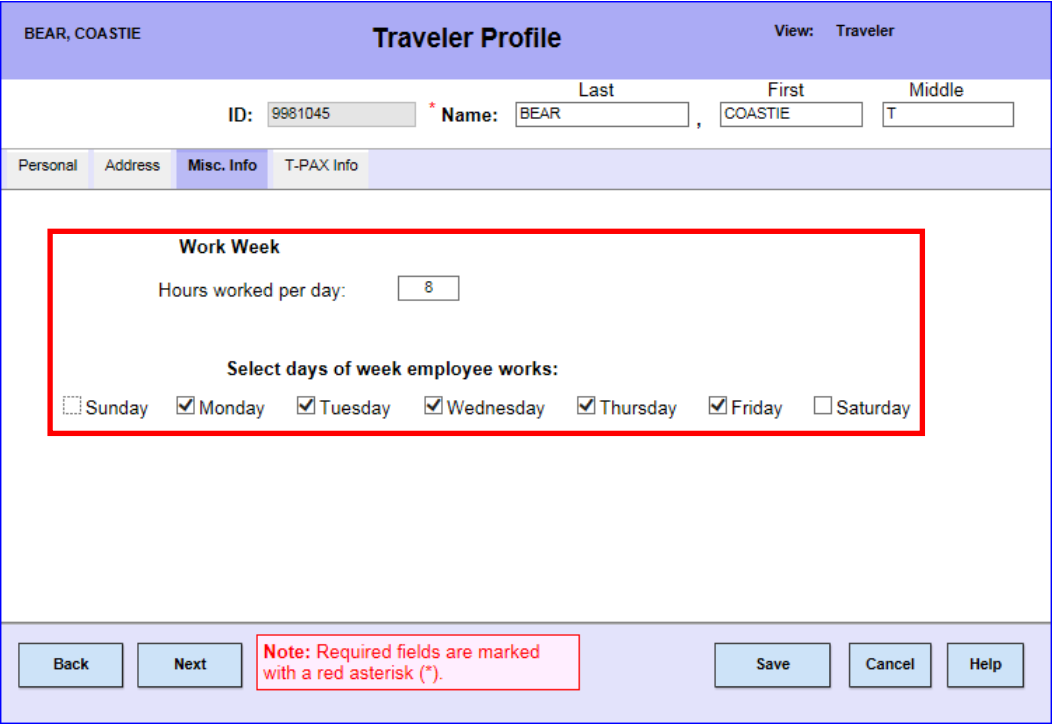

Procedures, continued

Step	Action
16	<p>The selected Default AO or Full Signature Proxy will display. Click Save.</p> <div><div>BEAR, COASTIE</div><div>Traveler Profile</div><div>View: Traveler</div><div>ID: 9981045 * Name: BEAR , COASTIE T</div><div>Personal Address T-PAX Info</div><div><div>Miscellaneous</div><div>Unit: </div><div>Cost Center </div><div><input type="checkbox"/> Lock Login</div></div><div><div>Privileges</div><div>Expiration Dates</div><div>Expiration Dates</div><div><input type="checkbox"/> Authorizing Official</div><div><input type="checkbox"/> Customer Service (Full)</div><div><input type="checkbox"/> Customer Service (Limited)</div><div><input type="checkbox"/> TPAX Administrator</div><div><input type="checkbox"/> Adv. Signature Proxy</div><div><input type="checkbox"/> Unit Command</div></div><div><div>Additional Information</div><div>Expiration Dates</div><div>Default AO: COASTIE, JO ANN</div><div>Full Signature Proxy: Click to select Sig. Proxy.</div></div><div><div>Back</div><div>Next</div><div>Note: Required fields are marked with a red asterisk (*).</div><div>Save</div><div>Cancel</div><div>Help</div></div></div>

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
17	<p>Civilians have an additional tab called Misc. Info where their work week is designated. Make sure this reflects the actual work schedule.</p> 
18	<p>Click Orders.</p> 

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step

19

Action

Any previous Orders will display. Select an existing order or enter a new TONO, then click **OK**. Click **Cancel** to return to the main page.

BEAR, COASTIE

Travel Order Selection

Settlement

View: Traveler

TONO:

Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.
1113513ABCD14000	Del	Normal	1/26/2013	2/2/2013		
1113513ABCD17000	Del	Normal	2/24/2013	3/2/2013		
1114234ABCD55000	Del	Normal	11/17/2013	11/23/2013		
1115515ABCD25000	Del	Normal	6/14/2015	6/26/2015		

Select an existing order or enter a new order number with which you wish to work and then click the OK button

OK

Cancel

Help

20

Click the **History** option.

BEAR, COASTIE

T-PAX Inbox

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Help »

Profile

Orders

History

Start Date

End Date

Category

Created By

Auth. Official

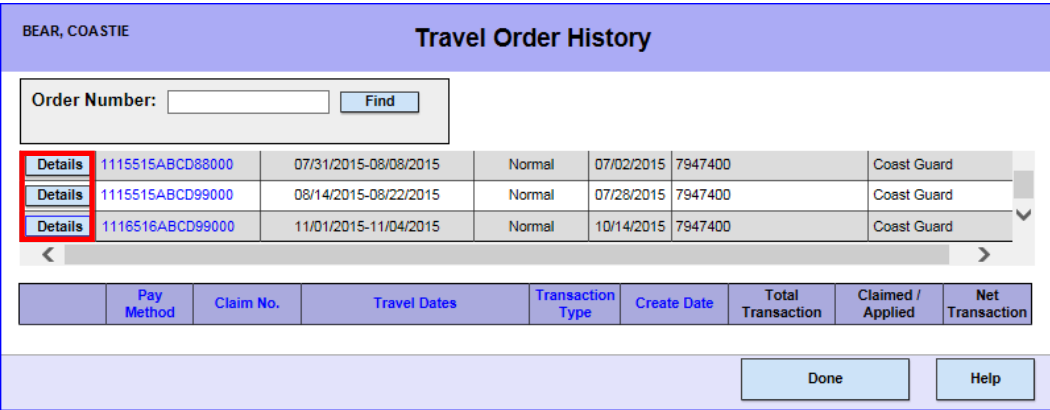
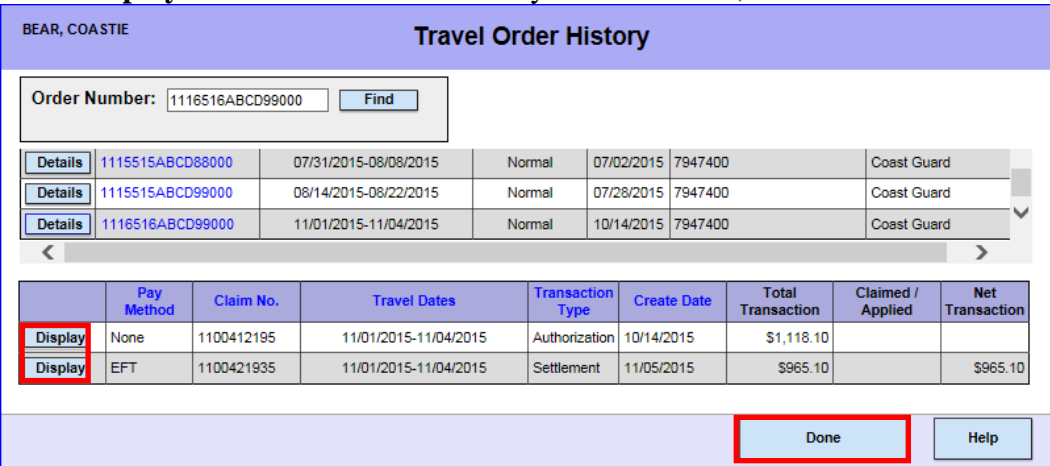
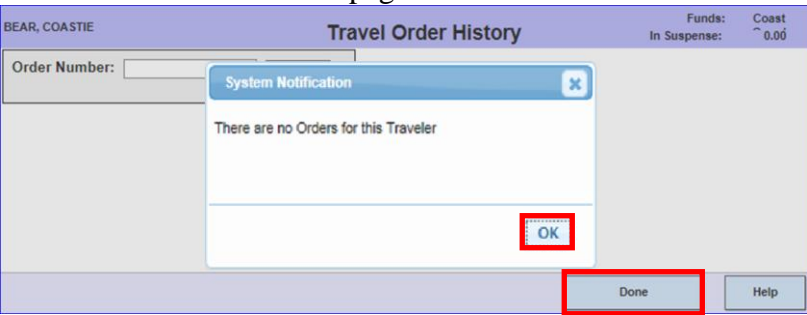
Status

Status Date

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Web TPAX Overview, Continued


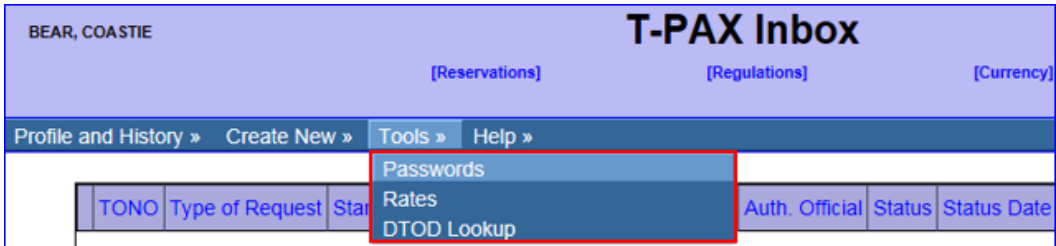
Procedures, continued

Step	Action
21	<p>History will show a list of all previous orders where you can click on the Details button to view additional information.</p>  <p>The Details button will show all claim numbers associated with that TONO. Click Display to view each claim. When you are finished, click Done.</p>  <p>Or you will see this if the user has no Travel Order History. Click OK and then Done to return to the main page.</p> 

Continued on next page

Web TPAX Overview, Continued

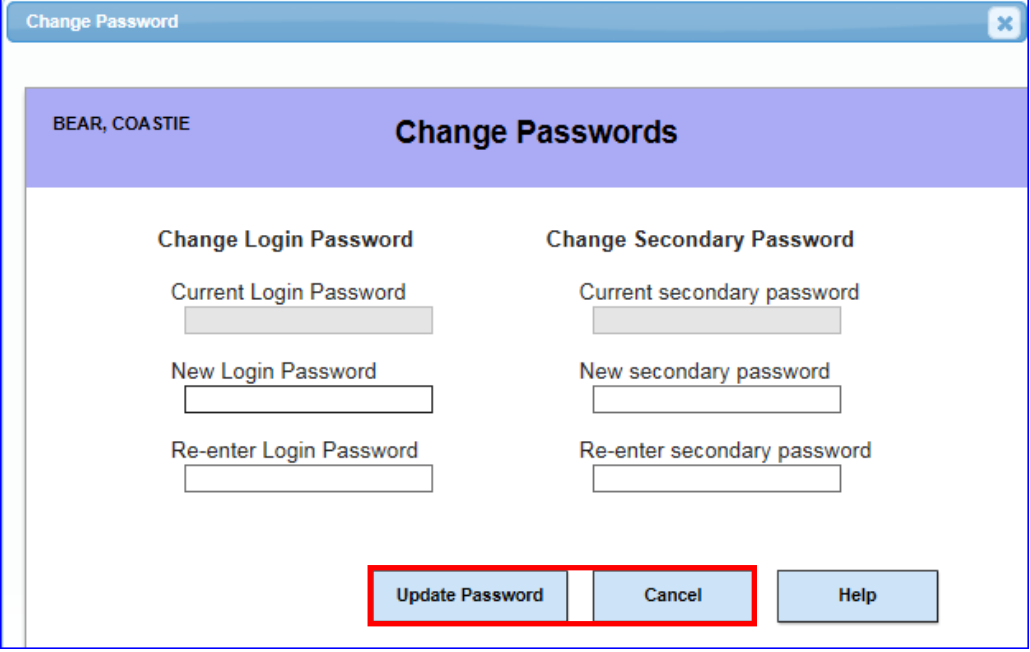

Procedures, continued

Step	Action
22	<p>The Create New drop-down has 3 options; Create a New Authorization Request, Create a New Settlement Request or Create a New Advance Request. See the appropriate user guide for step-by-step instructions for each option.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. Below this are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar contains 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Create New »' dropdown menu is open, showing three options: 'Authorization Request', 'Settlement Request', and 'Advance Request'. Below the menu is a table with columns: 'TONO', 'Type', 'Category', 'Created By', 'Auth. Official', 'Status', and 'Status Date'.</p>
23	<p>The Tools drop-down has 3 options, Passwords, Rates and DTOD Lookup. Click Passwords.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. Below this are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar contains 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Tools »' dropdown menu is open, showing three options: 'Passwords', 'Rates', and 'DTOD Lookup'. Below the menu is a table with columns: 'TONO', 'Type of Request', 'Status', 'Auth. Official', 'Status', and 'Status Date'.</p>

Continued on next page

Web TPAX Overview, Continued

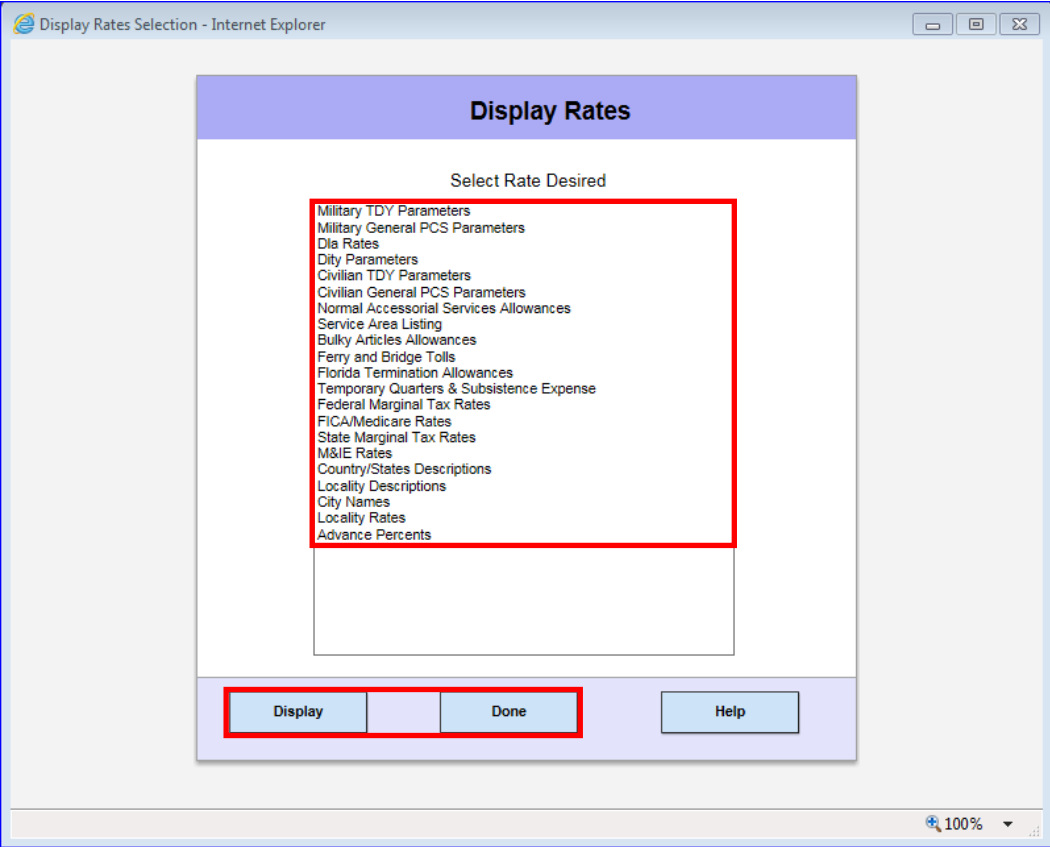
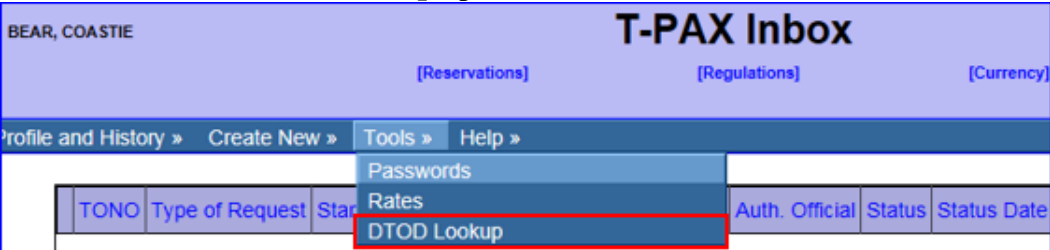
Procedures, continued

Step	Action
24	<p>This box will appear where the user can change their initial or secondary passwords for Web TPAX.</p> <p>Passwords must contain:</p> <ul style="list-style-type: none">• Exactly 9 characters• One Uppercase letter• One Lowercase letter• One Number• NO Special Characters (#@!*) <p>Once the Login/Secondary Password has been entered/re-entered, click Update Password or hit Cancel to return to the main page.</p> 
25	<p>Now click on the Rates option.</p> 

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
26	<p>Click on any of the rates, then click Display to view those rates. When finished, click Done.</p> 
27	<p>Now click on the DTOD Lookup option.</p> 

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action
28	<p>This will open a new window. Select Click to enter departure location and enter your place of origin, then select Click to enter arrival location to enter your destination. Once the origin and destination have been entered, click Find Distance and the Official DTOD Distance will populate. Once finished, click Done.</p> <div><p style="text-align: center;">Distance Lookup</p><div><p>Enter origin and destination locations and then press the Find Distance button to lookup the official travel distance between those places.</p><p>Note: You may only lookup up distance between locations which have drivable routes as determined by the DTOD.</p><div><div>* Origin</div><div>Click to enter departure location...</div><div>* Destination</div><div>Click to enter arrival location...</div><div>Official DTOD Distance: <input type="text"/></div><div>Find Distance</div><div>Done</div><div>Help</div></div></div></div>
29	<p>This error will appear. Click Yes.</p> <div><p>Windows Internet Explorer</p><div><div>?</div><div>The webpage you are viewing is trying to close the tab. Do you want to close this tab?</div><div>Yes</div><div>No</div></div></div>

Continued on next page

Web TPAX Overview, Continued

Procedures, continued

Step	Action																												
30	<p>This Help functionality currently isn't working in Web TPAX.</p> <div><div>BEAR, COASTIE</div><div>T-PAX Inbox</div><div>[Reservations] [Regulations] [Currency]</div><div>Profile and History » Create New » Tools » Help »</div><div>Help</div><div>TONO Type of Request Start Date End Date Category Created By Auth. Official Status Status Date</div></div>																												
31	<p>The buttons along the bottom, will only be accessible when necessary. You must first select the claim you wish to act on, then click Release for Approval to release it to the AO, Print to print either the Travel Voucher Summary or the DD Form 1351-2, View/Modify to view or edit the claim, Retrieve to pull it back from the AO or Delete to delete a claim (currently disabled).</p> <div><div>BEAR, COASTIE</div><div>T-PAX Inbox</div><div>[Reservations] [Regulations] [Currency]</div><div>View: Traveler</div><div>Profile and History » Create New » Tools » Help » Logout</div><table><thead><tr><th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1117564PPP000000</td><td>Authorization</td><td>2/1/2017</td><td>2/2/2017</td><td>Normal</td><td>BEAR, COASTIE T.</td><td>COASTIE JO ANN</td><td>Awaiting AO Approval</td><td>1/9/2017</td><td>Traveler</td><td>Kansas City Intl Airport, MO</td><td>1100217721</td><td>\$196.00 (est)</td></tr></tbody></table><div><div>Release for Approval</div><div>Print</div><div>View / Modify</div><div>Retrieve</div><div>Delete</div><div>Help</div><div></div><div>Find</div></div></div>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1117564PPP000000	Authorization	2/1/2017	2/2/2017	Normal	BEAR, COASTIE T.	COASTIE JO ANN	Awaiting AO Approval	1/9/2017	Traveler	Kansas City Intl Airport, MO	1100217721	\$196.00 (est)
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32	<p>Once you have completed all actions in TPAX, click Logout.</p> <div><div>BEAR, COASTIE</div><div>T-PAX Inbox</div><div>[Reservations] [Regulations] [Currency]</div><div>View: Traveler</div><div>Profile and History » Create New » Tools » Help » Logout</div></div>																												